TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

AFIS-IPC

INTERMEDIATE PHOTOJOURNALISM COURSE

Approved by:

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Dianne Jeffries
Director of Training
American Forces Information Service

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INTERMEDIATE PHOTOJOURNALISM COURSE

TRAINING PROGRAM OF INSTRUCTION

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* Functional Area 1 (Phase 1A) and Functional Area 2 (Phase 1B) are taught concurrently to the journalists and photographers. Classes reunite during Functional Area 3.

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): AFIS-IPC

TITLE: Intermediate Photojournalism Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: USN   8147

PURPOSE: To provide Service journalists and photographers, both military and civilian, with photojournalism skills necessary to support public affairs and visual information objectives and programs.

COURSE DESCRIPTION: Primary emphasis is placed on training photojournalism skills for photographers and journalists to effectively meet Service public affairs and visual information objectives. Areas of instruction include: the interrelationships of writing and photography, news and feature writing, layout and design principles, basic and advanced photographic techniques and production; including electronic imaging, desktop publishing, digital cameras, image transmission and archiving.

PREREQUISITES:

1. Journalists:
       a. Military: E-3 (USA, USN, USAF) or above; E-4 (USMC, USCG) or above.
       b. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
       c. Graduate of the Defense Information School's Basic Journalist Course, AFIS-BJC; or a minimum of 15 hours credit for college level coursework in related or comparable areas.
       d. Minimum of one year of Service journalism experience.
       e. Ability to type 20 words per minute.

2. Photographers:
       a. Military: E-3 (USA, USN, USAF) or above; E-4 (USMC, USCG) or above
       b. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
       c. Service Testing Scores:

                USA: GT of 110
                USN: Combined GCT and CLER of 110 or combined
                    WK, AD and NO of 163
                USAF: AQE of 43
                USMC: CL of 110
                USCG: Combined GCT and CLER of 110
       d. Graduate of a Service school photography course, or a minimum of 15 hours credit for college level coursework in related or comparable areas.
       e. Minimum of one year experience in a Service photography laboratory.

f. Ability to type 20 words per minute.

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM	16
MINIMUM	6
ANNUAL COURSE CAP	96

COURSE LENGTH: 40 Training Days

ACADEMIC HOURS:	314 Hrs
ADMINISTRATIVE HOURS:	6 Hrs
TOTAL COURSE HOURS:	320 Hrs*

* The sum of the hours in TYPE/METHOD OF INSTRUCTION listed below is greater than the total number of course hours due to the concurrent training in Functional Areas 1 and 2.

INSTRUCTOR CONTACT HOURS: 1604 Hrs

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)   45.5   Hrs

2. Performance Exercise (PE)   357 Hrs

3. Demonstration (D)   8.5 Hrs

4. Examination   19 Hrs

    Performance Examination (EP)   17 Hrs

    Written Examination (EW)   2 Hrs

6. Administration (AD)   6 Hrs

TRAINING START DATE: June 1998

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: American Forces Information Service, Training Directorate, (AFIS/TD): (703) 428-0707; DSN 328-0707

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 2L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):   001-   Understand concept of Photojournalism.
                 002-   Tour facilities/reference library.
                 003-   Receive textbooks and course materials.

SUMMARY OF INSTRUCTION: Students receive an introduction and explanation of military photojournalism concepts. Students participate in an administrative orientation on course procedures, document control, maps and grading procedures. Students tour the photojournalism facilities and the reference library. Instructors discuss course requirements and issue textbooks and course materials.

REFERENCES: Picture Editing and Layout, Hampton and McDougall; Photography, Davis; DINFOS Journalism Handbook Series; The Associated Press Stylebook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L)

SAFETY FACTORS: Students will receive safety briefing on proper handling of photographic chemicals. Students will be shown location of individual eyewash stations and fire extinguishers. Students will be briefed on the emergency egress procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-002-

UNIT TITLE: Composition

TPFN HOURS AND TYPE: 1L, 2PE

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S):   001-   Apply basic concepts/principles of composition.
                002-   List and explain nature/purpose of photographic composition.
                003-   List and describe major elements of composition.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic concepts and principles of composition and its application. They will also receive instruction on the nature and purpose of photographic composition, the major elements of composition, major weaknesses in composition and recommended elements that are needed. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photographic Composition, Tom Grill and Mark Scanlon; The Perfect Photograph, Feininger; Photography, Davis; Photography, Upton and Upton

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-003-

UNIT TITLE: Camera Systems I (35mm SLR)

TPFN HOURS AND TYPE: 2L, 1D

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S):   001-   Identify major parts of 35mm SLR cameras.
                  002-   Demonstrate knowledge of basic camera operations.
                  003-   Load and unload practice film.

SUMMARY OF INSTRUCTION: Students receive instruction on the major parts of the 35mm single lens reflex (SLR) camera. Students are taught how to load the camera and advance, rewind and unload the film with a dummy roll; and then will demonstrate the loading, advance and rewind of the film. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photography, Upton and Upton; Photography, Davis; Nikon FM2 User's Manual

INSTRUCTOR/STUDENT RATIO: 1:8 Class (L,D)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-004-

UNIT TITLE: Camera Systems II (Exposure Control)

TPFN HOURS AND TYPE: 1L, 9PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASK(S):   001-   Identify camera exposure controls.
                 002-   Demonstrate shutter and aperture preferred techniques.
                 003-   Shoot one roll of black and white film on assigned subjects.

SUMMARY OF INSTRUCTION: Students receive instruction on how to identify key terms and concepts of exposure control mechanisms. They will explain the function of f/stops and the relationship of one to another; explain the function of shutter speeds and their relationships; describe the use of film speed (ISO) and exposure; cite two advantages of using equivalent exposures; and, using a 35mm camera and film, shoot one roll of photographs on assigned subjects, correctly applying the principles of f/stops, shutter speeds and equivalent exposures. Students will shoot one roll on assigned subjects which will be processed and evaluated during lesson on Processing Systems (AFIS-IPC-001-006), and Contact and Projection Printing (AFIS-IPC-001-008), and in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photography, Upton and Upton; Photography, Davis; Nikon FM2 User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,D)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-005-

UNIT TITLE: Camera Systems III (Exposure Meter Techniques)

TPFN HOURS AND TYPE: 1L, 9PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASK(S):   001-   Identify front, side and back lighting.
              002-   Demonstrate proper exposure controls and light meter techniques.
              003-   Shoot one roll of film on assigned subjects.

SUMMARY OF INSTRUCTION: Students receive instruction in identifying the major functions of the light meter; the types of light meters and their use; how the built-in light meter in or on the 35mm single lens reflex camera is programmed to obtain the correct exposure; how to take proper light meter readings for a series of lighting situations, and, using a 35mm single lens reflex camera, how to determine correct exposure. Students will shoot one roll on assigned subjects which will be processed and evaluated during lessons on Processing Systems (AFIS-IPC-001-006), Contact and Projection (AFIS-IPC-001-008), and in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum score of 70 percent on a written examination at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photography, Upton and Upton; Photography, Davis; NIKON FM2 User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-006-

UNIT TITLE: Processing Systems (B&W Development)

TPFN HOURS AND TYPE: 1.5D, 2.5PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S):   001-   List chemicals, solution amounts and proper temperatures used in black & white film processing.
                  002-   Apply functions, characteristics and use of B & W film and print chemicals.
                  003-   State the functions of six basic chemicals used in processing.
                  004-   Cite characteristics of four commonly used developers.
                  005-   List two major paper developers used for negative and print processing.

SUMMARY OF INSTRUCTION: Students are introduced to a photographic darkroom, learning the necessary chemicals, solution amounts and temperatures used in processing black & white film. The students will then load and process the roll of black and white film shot in AFIS-IPC-001-004 and 005. Students receive instruction on the functions and characteristics of the chemicals used in black and white film and print processing. Students also receive an explanation on the functions of six basic chemicals used in processing and the characteristics of four commonly used developers. Each student is required to apply this instruction in subsequent photo assignments by preparing his/her own chemicals. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photography, Upton and Upton; The Perfect Photograph, Feininger; Photography, Davis

INSTRUCTOR/STUDENT RATIO: 1:8(D,PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

TPFN: AFIS-IPC-001-007-

UNIT TITLE: Negative Sensitized Material

TPFN HOURS AND TYPE: 1L, 3PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: AFIS-IPC-001-006-

TASK(S):   001-   Explain functions, characteristics and use of negative sensitized materials.
                 002-   List the colors of light that affect monochromatic, orthochromatic and panchromatic films.
                 003-   Describe the advantages and disadvantages of underexposing or overexposing films.
                 004-   List and explain the purpose of the three major layers used in film and how tones in the original scene are recorded on the negative.
                 005-   Perform proper procedures for automated processing of black and white prints.

SUMMARY OF INSTRUCTION: Students receive instruction in the functions, characteristics and use of negative sensitized materials; the colors of light to which monochromatic, orthochromatic, and panchromatic films are sensitive; learn the advantages and disadvantages of high, medium and low speed film and of underexposing or overexposing film, and the purposes of the three major layers used in film and how tones in the original scene are recorded on the negatives. Students must complete required reading and attain a minimum of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Photography, Upton and Upton; The Perfect Photograph, Feininger; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-008-

UNIT TITLE: Contact and Projection Printing

TPFN HOURS AND TYPE: .5L, 1D, 2.5PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S):   001- Set up a darkroom using equipment and materials provided.
002- Make a properly exposed 8x10 contact sheet.
003- Make a minimum of four correctly exposed 5x7 prints.

SUMMARY OF INSTRUCTION: Students receive instruction in setting up the darkroom using available equipment and materials; prepare exposed 8 x 10 contact sheets from negatives provided; and print a minimum of four correctly exposed 5 x 7 photos from negatives selected in consultation with instructors. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Photography, Upton and Upton; The Perfect Photograph, Feininger; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,D,PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-009-

UNIT TITLE: Mid-Phase Practical Application

TPFN HOURS AND TYPE: 12PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: All previous TPFNs

TASK(S):   001-   Shoot personality feature pictures.
              002-   Shoot informal portraits (basic lighting within subject's environment).
              003-   Shoot scenic photos (hardware photos – landscape and architecture).
              004-   Develop film, make contact sheet, edit, select image, print 5x7 projection prints.

SUMMARY OF INSTRUCTION: Students will apply all previous instruction in using the principles of composition, exposure controls and exposure meter techniques in shooting assigned subjects. Students will process the film and print selected negatives. Subjects to be photographed are a personality feature, an informal portrait and a scenic. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Photography, Upton and Upton; The Perfect Photograph, Feininger; IPC Grading Checklist.

INSTRUCTOR/STUDENT RATIO: 1:8(PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-010-

UNIT TITLE: Advanced Printing Techniques

TPFN HOURS AND TYPE: .5L, 1D, 2.5PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: AFIS-IPC-001-004-, AFIS-IPC-001-009-

TASK(S):   001-   Perform proper procedures for automated processing of B & W prints.
                 002-   Demonstrate the use of advanced printing techniques -- burning in, dodging and spotting.
                 003-   Print 5x7 prints from two negatives using the techniques learned.

SUMMARY OF INSTRUCTION: Students receive instruction in advanced printing techniques, such as burning in, dodging and spotting. Students will demonstrate these techniques and correct obvious flaws. Students will make 5 x 7 prints from two negatives using the techniques learned in this unit of instruction. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Photography, Upton and Upton; Photography, Davis; Nikon FM2 User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,D,PE)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-011-

UNIT TITLE: Lenses and Filters

TPFN HOURS AND TYPE: 1L, 14.5PE

TPFN TOTAL HOURS: 15.5

PREREQUISITE TPFN: AFIS-IPC-001-006-, AFIS-IPC-001-008-, AFIS-IPC-001-010-

TASK(S):   001-   Identify characteristics and use of lenses and filters.
002-   Discuss the six major lens classifications.
003-   Demonstrate correct use of each lens.
004-   Demonstrate how to compute proper exposure with the use of filter factors.
005-   Shoot several subjects with assigned lenses and filters.
006-   Shoot several subjects using lenses of student's choice.
007-   Develop film, make contact sheet, edit, select image, print 5x7 projection prints.

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and uses of lenses and filters; the six major lens classifications and an example of the correct use of each; and, how filter factors must be considered when computing exposure. The students photograph several subjects using assigned lenses and filters and then photograph several subjects using lenses of their choice to demonstrate the impact of the lens on the depiction of the subject. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Basic Guide to Photography, Petersen; Photography, Davis; Photography, Upton and Upton; Nikon FM2 Manual; Advanced Camera Techniques, Kodak Company, IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will be briefed on the care, mounting and storage of lenses and filters.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-012-

UNIT TITLE: Lighting (Electronic Flash)

TPFN HOURS AND TYPE: 2.5L, 15PE

TPFN TOTAL HOURS: 17.5

PREREQUISITE TPFN: AFIS-IPC-001-003- to AFIS-IPC-001-011-

TASK(S):   001-   Identify the techniques of flash photography.
                 002-   Apply flash techniques during a shooting assignment.
                 003-   Develop film, make contact sheet, edit, select image, print.
                 004-   Process film and print a 5x7 image of selected photographs.

SUMMARY OF INSTRUCTION: Students receive instruction on shutter settings for the 35mm SLR camera and how they synchronize with the electronic flash; how exposure is determined with a manual flash; and the five off-camera, basic flash techniques of direct, bounce, diffused, fill and open flash. Students will shoot and process film, make contact proofs and print 5x7 photographs -- one of each flash technique. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Basic Guide to Photography, Petersen; Upton and Upton; Photography, Davis; Nikon FM2 User's Manual; Vivitar electronic flash manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will receive safety briefing on electric shock and using flash in a volatile environment.

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FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

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TPFN: AFIS-IPC-001-013-

UNIT TITLE: Color Photography

TPFN HOURS AND TYPE: 1L, 9PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: AFIS-IPC-001-002 to AFIS-IPC-001-005-, AFIS-IPC-001-011-, AFIS-001-012-

TASK(S):   001-   Describe the concepts and elements of color photography.
                  002-   Explain the major factors which affect color exposure.
                  003-   Shoot a specific theme on slide film.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of primary and secondary colors; comparison between additive and subtractive color systems; color balance, color temperatures and degrees Kelvin; major types of color reversal film and the light sources for which they are balanced. They will list the filters used to correct color balance and explain their use. Students receive instruction on the major factors which affect exposure and should be considered when shooting color reversal film. Students will shoot, but not process film on assigned subjects, which will be presented in vertical and horizontal format. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 1 (AFIS-IPC-001-014).

REFERENCES: Successful Color Photography, Feininger; Photography, Upton and Upton; Photography, Davis; Color, Time-Life; Color, Kodak Library of Creative Photography; Color Dataguide, Kodak; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-014-

UNIT TITLE: Final Application Exercise

TPFN HOURS AND TYPE: 16PE, 1EW

TPFN TOTAL HOURS: 17

PREREQUISITE TPFN: All previous TPFNs.

TASK(S):   001-   Apply techniques learned in previous modules of instruction.
                   002-   Demonstrate practical application of previous modules of instruction.
                   003-   Shoot, process and print four 5x7 photographs of assigned subjects.
                   004-   Written examination for Functional Area 1

SUMMARY OF INSTRUCTION: Students shoot, process and print four 5x7 black and white photographs of assigned subjects. Students will use at least three different lenses. Students will make contact sheets, and will ensure that the prints are spotted and elements of composition and advanced printing techniques are used. Instructors will evaluate students' successful demonstration and application of skills learned in previous modules of instruction. . Students must attain a minimum grade of 70 percent on a written exam.
Students are also evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must demonstrate these skills before proceeding to the next phase of the course.

REFERENCES: All previous references listed.

INSTRUCTOR/STUDENT RATIO: 1:8(PE,EW)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eyewash procedures.

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 2L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):
- 001- Explain concept of photojournalism.
- 002- Tour facilities/reference library.
- 003- Issue textbooks and course materials.

SUMMARY OF INSTRUCTION: Students receive an introduction and explanation of military photojournalism concepts. Students participate in an administrative orientation to course procedures, document control, maps and grading procedures. Students will tour the photojournalism facilities and the reference library. Instructors discuss course requirements and issue textbooks and course materials.

REFERENCES: Picture Editing and Layout, Hampton and McDougall; DINFOS Journalism Handbook Series; The Associated Press Stylebook; IPC Student Course Handouts

INSTRUCTOR/STUDENT RATIO: 1:8(L)

SAFETY FACTORS: Students will receive safety briefing on proper handling of photographic chemicals. Students will be shown location of individual eyewash stations.

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-002-

UNIT TITLE: Definition and Evaluation of News

TPFN HOURS AND TYPE: 1L, 7PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):   001-   Interpret and apply basic concepts for defining and evaluating news.

SUMMARY OF INSTRUCTION: Students receive instruction in interpreting and applying basic concepts for defining and evaluating news. Additionally, students will be taught the basic definitions, elements and types of news. Students then evaluate a series of stories in a daily newspaper for news elements and select stories which illustrate each of the elements of mass appeal, and evaluate a list of events for their news value, selecting those having greater news value.   Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Write to be Read, Benton Rain Patterson; Grammar for Journalists, Callihan; DINFOS Journalism Handbook Series; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-003-

UNIT TITLE: Introduction to Newswriting

TPFN HOURS AND TYPE: 1L, 6PE

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S):   001-   List differences between literary English and newspaper style.
                 002-   Avoid wordiness by using appositives, possessives and active voice.
       003-   Eliminate fragments, run-ons and dangling or misplaced modifiers.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic techniques in applying proper grammar; how to rewrite sentences to correct sentence fragments, dangling or misplaced modifiers and run-on sentences; and demonstrate the use of appositives, possessives, active voice, etc. Students will then apply these techniques in a practical exercise by correcting grammatically incorrect examples and eliminating trite and superfluous words. Instructors will emphasize the daily reading of newspapers and listening to radio and television newscasts. Practical exercise will be critiqued in class. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Grammar for Journalists, Callihan; Write to be Read, Benton Rain Patterson; DINFOS Journalism Handbook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

TPFN: AFIS-IPC-002-004-

UNIT TITLE: Copy Editing

TPFN HOURS AND TYPE: 1L, 5PE

TPFN TOTAL HOURS   6

PREREQUISITE TPFN: AFIS-IPC-002-003-

TASK(S):   001-   Explain concepts of copy editing and news copy format.
                  002-   Correct mechanical and stylebook errors using copy editing symbols.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of copy editing and news copy format. They are presented examples of proper news copy format and copy edit the material. Additionally, students will be introduced to the proper use and reference application of the Associated Press Stylebook. Students will be evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Skills learned from this module of instruction will serve as a foundation for students throughout the course. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Write to be Read, Benton Rain Patterson; Grammar for Journalists, Callihan; DINFOS Journalism Handbook Series; The Associated Press Stylebook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-005-

UNIT TITLE: Newswriting I (Leads)

TPFN HOURS AND TYPE: 2L 8PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: AFIS-IPC-002-003-, AFIS-IPC-002-004-

TASK(S): | 001- | Explain inverted pyramid style writing.
| | 002- | Explain purpose of summary lead.
| | 003- | Name four <u>W</u>'s and <u>H</u> used in summary lead.
| | 004- | Discuss ways of identifying the WHO in the lead.
| | 005- | Explain local angle and what news quality it represents.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic techniques used in writing news leads; the major pitfalls in writing news leads; the use of <u>W</u> and <u>H</u> elements in a news lead and how to identify these elements in summary news leads. Students will write a series of leads using various lead styles, including the impersonal "who", and the local angle in a news story. They will write a summary news lead for three news events using the proper lead style, answering the critical "W" and "H" elements and meeting the standards for publication in a command newspaper. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: <u>Write to be Read</u>, Benton Rain Patterson; <u>Grammar for Journalists</u>, Callihan; DINFOS Journalism Handbook Series; The Associated Press Stylebook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-006-

UNIT TITLE: Newswriting II (Structure/Attribution)

TPFN HOURS AND TYPE: 1L, 11PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: AFIS-IPC-002-003- to AFIS-IPC-002-005-

TASK(S)   001-   Identify different types of bridge paragraphs and their functions.
             002-   Write a summary lead and bridge paragraph for a news event.
             003-   Identify statements that require attribution.
             004-   Copy edit a series of statements and a news story for proper use of attribution.
             005-   Write a story about an event from information given on a data sheet.
             006-   Complete the programmed text "The When, Where, Why and How of Attribution".

SUMMARY OF INSTRUCTION: Students receive additional instruction on the inverted pyramid style of writing and basic techniques for ensuring paragraph continuity and paragraph organization; evaluating news stories for their use of the impersonal "who" and other "W" & "H" elements; identifying different types of bridge paragraphs and their functions; writing a summary lead and bridge paragraph for a news event; and identifying statements that require attribution. Students will copy edit a series of statements and a news story for proper use of attribution, and write a story about an event from information given on a data sheet which must conform to the AP Stylebook and meet standards for publication in a military newspaper. Students complete the programmed text "The When, Where, Why and How of Attribution," and are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Write to be Read, Benton Rain Patterson; Grammar for Journalists, Callihan; DINFOS Journalism Handbook Series; The Associated Press Stylebook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-007-

UNIT TITLE: Newswriting III (Interviews)

TPFN HOURS AND TYPE: 1L, 13PE

TPFN TOTAL HOURS: 14

PREREQUISITE TPFN: AFIS-IPC-002-003- to AFIS-IPC-002-006-

TASK(S):   001-   Discuss the guidelines for preparing and planning an interview.
                   002-   Apply the techniques of gathering information from an interview.
                   003-   Write a news story complete with interview questions using proper
                           attribution.

SUMMARY OF INSTRUCTION: This instruction helps students recognize basic news interviewing techniques; learn the guidelines for preparing and planning an interview; how to write interview questions and conduct an interview. Students will apply the techniques to writing a news story from an interview. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Grammar for Journalists, Callihan; Write to be Read, Benton Rain Patterson; Associated Press Stylebook; DINFOS Journalism Handbook Series; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-008-

UNIT TITLE: Cutlines

TPFN HOURS AND TYPE: 1L, 5PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: AFIS-IPC-002-003- to AFIS-IPC-002-007-

TASK(S):   001-   Use the basic methods and guidelines for writing cutlines.
                 002-   Write one of the four parts of a normal cutline with the aid of a
                          photograph provided.
                 003-   Write a complete cutline for each of three photographs provided.

SUMMARY OF INSTRUCTION: Students receive instruction on basic methods and guidelines for writing cutlines; the format of, and differences between normal, skeleton and nameline/tagline cutlines. Students will write one of the four parts of a normal cutline with the aid of a photograph provided, according to the instructions given during class. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (AFIS-IPC-002-009).

REFERENCES: Grammar for Journalists, Callihan; Write to be Read, Benton Rain Patterson; Associated Press Stylebook; DINFOS Journalism Handbook Series; IPC Grading Checklist Instruction

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: AFIS-IPC-002-009-

UNIT TITLE: Feature Stories

TPFN HOURS AND TYPE: 5L, 45PE, 1EW

TPFN TOTAL HOURS: 51

PREREQUISITE TPFN: AFIS-IPC-002-003-, AFIS-IPC-002-004-, AFIS-IPC-002-006-, AFIS-002-007-

TASK(S):

	001-	Apply basic methods and guidelines for writing feature leads.
	002-	State the characteristics of different types of features.
	003-	Write one of the nine basic types of feature leads.
	004-	Complete a criterion test as directed by the instructor.
	005-	Write three human interest feature stories.
	006-	Functional Area 2 test.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic methods and techniques for writing feature leads. The students will state the characteristics of different types of features; and write one of the nine basic types of feature leads. Students receive instruction on the basic methods and techniques for writing human interest feature stories. Students will write one human interest feature story using research methods. Students will write two human interest personality feature stories. Students will complete their feature stories as directed by the instructor. Copy must be copy-edited and must meet standards for publication in a military newspaper. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must also attain a score of 70 percent on a written exam.

REFERENCES: The Complete Book of Feature Writing, Leonard Witt; Write to be Read, Benton Rain Patterson; Associated Press Stylebook; DINFOS Journalism Handbook Series; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:(8L,PE,EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-001-

UNIT TITLE: Introduction to Electronic Imaging (EI)

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):   001-   Identify and describe the uses of electronic imaging.
                      002-   Discuss history of electronic imaging.
                      003-   Explain EI terminologies.
                      004-   Compare and contrast conventional photographic processes and EI
                                   process.

SUMMARY OF INSTRUCTION: This instruction explains the historic applications of electronic imaging and the advantages and disadvantages of the technology. Students are introduced to EI terms and the new technology. A comparison is made between conventional photographic process and electronic images. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 3 (AFIS-IPC-003-007).

REFERENCES: Basic Digital Imaging, Norman Breslow; Digital Image Processing, Gregory A. Boxer; The Electronic Handbook, Greg Peters; EI Handbook.

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: Students will be briefed on EI Lab procedures and safety guidelines while in the electronic imaging lab.

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-002-

UNIT TITLE: Electronic Imaging Ethics

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):   001-   Determine ethical uses of electronic imaging.
                002-   Compare image enhancement to image manipulation.
                003-   Explain ethical considerations when using EI tools and processes.
                004-   Explain the copyright issues regarding EI images.
                005-   Cite current DoD regulations regarding manipulation of EI images.

SUMMARY OF INSTRUCTION: This class examines ethics as they relate to electronic imaging. Further discussions center around the enhancement of images versus manipulation, and cite examples of electronic manipulation that have occurred in the past. Instruction explains DoD directive guidelines, which prohibits alteration of all official DoD imagery and discusses basic rules of manipulation. Students will receive a copy of a current DoD regulation regarding image manipulation. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 3 (AFIS-IPC-003-007).

REFERENCES: Deception and Imagery, Deni Elliott; Legal and Ethical Ramifications of Computer-Assisted Photograph Manipulation, Don Tomlinson; The Ethics of Digital Manipulation, "Areas of Abuse", John Long; DoD Directive 5040.5, Alteration of Official DoD Imagery, August 1995.

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-003-

UNIT TITLE: EI Station Basic Operations

TPFN HOURS AND TYPE: 1D, 1PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-IPC-003-001-, AFIS-IPC-003-002-

TASK(S):   001-   Demonstrate through performance exercise proper procedures in setting up and operating an EI station.
002-   Apply basic understanding of how EI images are used in conjunction with EI equipment.
003-   Discuss and demonstrate use of image data base management software.
004-   Demonstrate how to output files to recordable media.
005-   Describe and demonstrate how to output files to an image setter.
006-   Describe and demonstrate how to output files to a service bureau.
007-   Demonstrate procedures to input images from CD-ROM, film and flatbed scanners.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic operation of an electronic imaging station and its system software. Students receive a demonstration and hands-on instruction on the use of the system. Students receive instruction on how to use image data base management software; how to output files to recordable media; how to output files to an image setter or service bureau; and procedures to input images from CD-ROM, film and flatbed scanners. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 3 (AFIS-IPC-003-007).

REFERENCES: MacIntosh Users Manual; System 7.1 Manual

INSTRUCTOR/STUDENT RATIO: 1:16(D); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-004-

UNIT TITLE: Adobe Photoshop

TPFN HOURS AND TYPE: 1D, 1PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-IPC-003-001-

TASK(S):   001-   Describe Adobe Photoshop functions.
002-   Demonstrate proper image enhancement techniques.
003-   Discuss and demonstrate image compression techniques.
004-   Produce a final image for critique.

SUMMARY OF INSTRUCTION: Students receive instruction on Adobe Photoshop tools and menu commands. Instructors will demonstrate functions of each tool and menu command as it pertains to image enhancement and their relationship to conventional darkroom techniques. Instructors will also demonstrate options in compressing electronic images. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 3 (AFIS-IPC-003-007).

REFERENCES: Adobe Photoshop User's Guide; Electronic Imaging Student Guide; EI Student Handout

INSTRUCTOR/STUDENT RATIO: 1:16(D); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-005-

UNIT TITLE: Adobe Photoshop Exercise

TPFN HOURS AND TYPE: 1PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: AFIS-IPC-003-001-, AFIS-IPC-003-004-

TASK(S):   001-   Demonstrate use of specific Photoshop tools on two B&W images.
              002-   Demonstrate use of specific Photoshop tools on one color image.

SUMMARY OF INSTRUCTION: Students are provided with three damaged images.
Students will demonstrate proper enhancement techniques by using the proper Adobe Photoshop
tools and menu commands. Students will produce a final print and will be evaluated on pass or
fail basis in accordance with guidelines in the EI Student Handout and IPC Grading Checklist.

REFERENCES: Adobe Photoshop User's Guide; Electronic Imaging Student Guide; EI
Student Handout

INSTRUCTOR/STUDENT RATIO: 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-006-

UNIT TITLE: Transmitting/Receiving Images

TPFN HOURS AND TYPE: 1L, 2EP

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: AFIS-IPC-003-002- to AFIS-003-006-

TASK(S):   001-   Explain evolution of image transmission.
                002-   Define VIRIN catalog system.
                003-   Discuss hardware and software needed to transmit/receive.
                004-   Access Joint Combat Camera Command via Internet.
                005-   Download image.
                006-   Demonstrate cutline embedding with Photoshop on JPEG image.

SUMMARY OF INSTRUCTION: This instruction guides students in preparing images captured with the Kodak DCS camera for transmission via modem or satellite. It discusses telecommunications hardware and software needed to transmit digital images. Students will select images for transmission; enhance selected images in Adobe Photoshop; and transmit images via modem using Timbuktu Remote software. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Adobe Photoshop User's Guide; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: Students will be briefed on the safe handling of the Kodak DCS 420 camera.

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-007-

UNIT TITLE: Digital Camera Systems Operations

TPFN HOURS AND TYPE: 1L, 14EP

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: All previous TPFNs except AFIS-001-003- to AFIS-001-010-

TASK(S):   001-   Set up digital cameras.
                  002-   Demonstrate digital camera systems operations.
                  003-   Retrieve images from DCS camera.
                  004-   Demonstrate saving archived images to a folder.
                  005-   Produce an 11x17 tabloid layout of images captured with the DCS
                            camera.

SUMMARY OF INSTRUCTION: Students receive instruction in the major parts of the Kodak digital camera system. They will demonstrate proper operation of the digital camera system during a practical exercise assignment in the field. Students will produce an 11x17 tabloid picture page layout of images captured with the DCS camera. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Nikon D1h Operator's Manual; Powerbook 180 Operator's Manual Checklist; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: Students will be briefed on the safe handling of the Nikon D1h camera.

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-008-

UNIT TITLE: EI Darkroom Techniques

TPFN HOURS AND TYPE: 1L, 2PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-IPC-003-001-, AFIS-IPC-003-003-, AFIS-003-004-

TASK(S):   001-   Use film scanner to scan images.
                  002-   Perform color balance and calibration techniques.
                  003-   Enhance each image.
                  004-   Save each image.

SUMMARY OF INSTRUCTION: This instruction enables the student to operate the film scanner and its software. Using negatives from previous exercises, students will scan their images, enhance each image as required and save each of the images in accordance with established criteria discussed during classroom instruction. Students will produce a final print which will be evaluated on a pass or fail basis in accordance with guidelines in the EI Student Handout and IPC Grading Checklist. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 3 (AFIS-IPC-003-007).

REFERENCES: Kodak RFS 2035 Film Scanner User Guide; Mikrotec Users Guide; EI Student Handout

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL DARKROOM

TPFN: AFIS-IPC-003-009-

UNIT TITLE: Desktop Publishing

TPFN HOURS AND TYPE: 1D, 2PE, 1EW

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: AFIS-IPC-003-001-, AFIS-003-003-

TASK(S):   001-   Demonstrate use of desktop publishing applications.
                002-   Demonstrate the use of desktop publishing design tools.
                003-   Functional Area 3 test.

SUMMARY OF INSTRUCTION: This instruction explains and demonstrates desktop publishing tools and their applications. Students will use this knowledge to produce a picture page, picture group/essay, picture story double-truck and a picture story three-board layout in subsequent assignments. Students will produce a final print which is evaluated on a pass or fail basis in accordance with guidelines in the EI Student Handout and IPC Grading Checklist. Students must also attain a score of 70 percent on a written exam.

REFERENCES: Adobe Page Maker User's Guide and all previous references listed

INSTRUCTOR/STUDENT RATIO: 1:16(D,EW);1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-001-

UNIT TITLE: Visual Communications

TPFN HOURS AND TYPE: 2L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):   001-   Identify and describe key terms, concepts and elements of visual communications.
  002-   Apply the elements of composition and news value within the framework of visual communications.
  003-   Evaluate a series of slides for their use of elements of visual communications.

SUMMARY OF INSTRUCTION: Students receive instruction identifying and describing key terms, concepts and elements of visual communications; applying the elements of composition and news value within a framework of visual communications and evaluating a series of slides for their use of the elements of visual communications.

REFERENCES: The Perfect Photograph, Feininger; Photojournalism: The Professional's Approach, Kobre; Photography, Upton and Upton; Photography, Davis; Creative Darkroom Techniques, Eastman Kodak Company; Photojournalism 2, National Press Photographers Association; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: Students will be briefed on proper handling of photographic chemicals and proper emergency eye-wash procedures.
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FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-002-

UNIT TITLE: Publication and Market Research

TPFN HOURS AND TYPE: 1L, 1PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):   001-   Demonstrate methods used in packaging materials for release.
                 002-   Demonstrate proper methods of preparing and attaching a cutline to a
                          photo.
                 003-   Research print publications that subscribe to stories involving
                          military personnel.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic concepts of publication and market research. Students will determine the location, frequency of publication, type, circulation area, nature of editorial content and submission requirements of several publications that subscribe to military releases. Students are also taught the methods used in packaging materials for release; the four objectives of packaging; the proper methods of preparing and attaching a cutline to a photo and the methods used in packaging a photo, cutline and news release. These procedures will be applied to all subsequent exercises.

REFERENCES: Publication and Market Research; Packaging

INSTRUCTOR/STUDENT RATIO: 1:16(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-003-

UNIT TITLE: Feature Pictures

TPFN HOURS AND TYPE: 1L, 15PE

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: AFIS-IPC-004-001-

TASK(S):   001-   Explain characteristics and concepts basic to personality feature pictures.
            002-   Evaluate a series of slides to identify personality feature picture qualities.
            003-   List the steps in the research, planning and shooting of a personality feature picture.
            004-   Apply techniques and skills learned in previous programmed texts, and shoot, process and print an 8x10 personality feature picture.
            005-   Select, scan, and produce an 8x10 digital print using EI darkroom and Adobe Photoshop applications.
            006-   Write an accompanying human interest personality story.

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and concepts basic to feature picture photography. The students are introduced to the characteristics of feature pictures and the two basic types of feature pictures. They will evaluate a set of slides to identify feature picture qualities, and list the steps in the research, planning and shooting of a feature picture. Students are required to apply this information in combination with information, techniques and skills learned in previous programmed texts. They will shoot, process and print an 8x10 personality feature picture, and write accompanying copy as directed by the instructor. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Publication and Market Research; Packaging; The Perfect Photograph, Feininger; Photojournalism: The Professional's Approach, Kobre; Photography, Upton and Upton; Photography, Davis; Creative Darkroom Techniques, Eastman Kodak Company; Photojournalism 2, National Press Photographers Association; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-004-

UNIT TITLE: Multiple Flash

TPFN HOURS AND TYPE: 1D

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: AFIS-001-012-

TASK(S):   001-   Discuss maximum use of single flash using bounce and off-camera
techniques.
002-   Discuss reasons for multiple flash.
003-   Define terms used for multiple lighting arrangements.
004-   Explain light ratios and light direction.
005-   Describe Morris mini slaveunit.
006-   Understand multiple flash combinations.

SUMMARY OF INSTRUCTION: Students receive further instruction on the use of single
flash with emphasis on off-camera techniques. A more thorough discussion is offered on non-
studio arrangements involving two flashes and terms used in these set ups; such as main, fill and
background. Light ratios are explained as well as light direction. Examples and demonstrations of
slave units, light meters, bounce cards, reflectors and remote sensors are provided to students for
greater understanding of professional lighting techniques for photojournalists. For greater clarity,
students are shown examples and given technical data for a combination of lighting arrangements
such as window and flash, two flashes and flash and minislave unit.

REFERENCES: Basic Guide to Photography, Petersen; Upton and Upton; Photography,
Davis; Nikon FM2 User's Manual; Nikon SB28 electronic flash manual

INSTRUCTOR/STUDENT RATIO: 1:16(D)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-005-

UNIT TITLE: Environmental Portrait

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: AFIS-IPC-001-012-, AFIS-IPC-001-013-, AFIS-IPC-004-003-, AFIS-004-004-

TASK(S):   001-   Define environmental portrait as it compares to a feature picture.
002-   Explain compositional elements needed for a successful portrait, e.g., background, light quality and direction.
003-   Discuss non-verbal clues which reveal subject's personality, e.g., face, hands, body language.
004-   Examine case study of a professional portrait photographer.

SUMMARY OF INSTRUCTION: Students receive instruction on the fundamental elements of portrait photography as it applies to photojournalists. Emphasis is on non-studio setups, available light, single flash, multiple flash, or combination techniques. Although the subject is featured in his or her environment, action is not of primary concern. Students are taught to pay particular attention to background composition and to experiment with different lighting techniques, including high-key, low-key, side, and Rembrandt lighting. Students are also instructed on non-verbal clues which reveal the subject's manner, such as the face, the eyes, hands, and body language. In addition to equipment concerns, students are encouraged to relax the subject for a more natural photograph. A case study of a well-known portrait photographer is designed to stimulate students' imagination and serve as aesthetic base for subsequent assignments.

REFERENCES: One Mind's Eye, Arnold Newman; Basic Guide to Photography, Petersen, Upton and Upton; Photography, Davis; Nikon FM2 User's Manual; Nikon SB28 electronic flash manual

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-006-

UNIT TITLE: Sports Photography

TPFN HOURS AND TYPE: 1L, 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: AFIS-IPC-001-002-, AFIS-001-004-, AFIS-001-011-, AFIS-003-002- to AFIS-003-004, AFIS-003-006, AFIS-004-001-

TASK(S):

	001-	Explain specialized equipment and techniques used in sports photography.
	002-	List four camera accessories commonly used in sports photography.
	003-	List three advantages of wide-angle lenses.
	004-	State two major problems encountered in sports photography and provide common solutions.
	005-	Apply techniques and skills learned in previous modules including push processing.
	006-	Select, scan, and produce an 8x10 digital print using EI darkroom and Adobe Photoshop applications.
	007-	Write a normal cutline to accompany a sports photograph.

SUMMARY OF INSTRUCTION: Students receive instruction on specialized equipment and techniques used in sports photography. The students will list four camera accessories commonly used in sports photography; list three advantages of wide-angle lenses; state two major problems encountered in sports photography and common solutions to each. Students are required to apply this specialized instruction in future modules, to include push processing. Students will shoot, process and print an 8 x 10 sports photograph and write a normal cutline. Students are evaluated on pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: All previous references

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-007-

UNIT TITLE: Magazine Cover

TPFN HOURS AND TYPE: 1L, 11PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: AFIS-IPC-001-002-, AFIS-001-004-, AFIS-001-011-, AFIS-003-002- to AFIS-003-004, AFIS-003-006, AFIS-004-001-

TASK(S):   001-   Explain specialized requirements of a magazine cover photograph.
            002-   Design and illustrate a magazine cover with instructor's approval.
            003-   Shoot magazine cover photograph with color slide film.
            004-   Select, scan, and produce an 8x10 digital print using EI darkroom
                    and Adobe Photoshop applications.
            005-   Write an accompanying cutline for the magazine cover.

SUMMARY OF INSTRUCTION: Students receive instruction discussing specialized requirements for a magazine cover photograph, the purpose of a magazine cover photograph, and the three photo requirements for magazine covers. Students will apply this instruction in conjunction with information, techniques and skills learned in previous modules. Students will design and illustrate their ideas for magazine covers and have the instructor approve their ideas prior to shooting this assignment. Students will shoot their magazine cover photographs with color slide film. Magazine cover photos must meet the requirements for use on the cover of a selected magazine publication and must have an accompanying cutline. Students are evaluated on a pass or fail basis in accordance with IPC Grading Checklist.

REFERENCES: All previous references listed

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-008-

UNIT TITLE: News Photography

TPFN HOURS AND TYPE: 1L, 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: AFIS-IPC-001-002-, AFIS-001-004-, AFIS-001-011-, AFIS-002-004, AFIS-002-008, AFIS-003-002- to AFIS-003-004, AFIS-003-006, AFIS-004-001-

TASK(S):   001-   Explain specialized requirements of a news photograph.
             002-   Shoot, select, scan and produce an 8x10 digital print using EI
                      darkroom and Adobe Photoshop applications.
             003-   Write an accompanying cutline.

SUMMARY OF INSTRUCTION: This instruction explains the concepts and techniques of spot news photography; cites examples of events which often require on-the-spot news coverage; and lists five procedures the photojournalist can use to be prepared for news coverage. Students are required to apply this specialized instruction in conjunction with information, techniques and skills learned in previous modules of instruction. Students will shoot, process and print a news photo within a prescribed amount of time. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Moments: The Pulitzer Prize Photographs, Leekley; all previous references

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-009-

UNIT TITLE: Mechanics of Layout and Design

TPFN HOURS AND TYPE: 2L, 4PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):
      001-   Discuss magazine layout and design techniques.
      002-   Demonstrate proper application of basic layout and design elements.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic concepts and techniques of layout and design; the guidelines to be used in preparing layouts; how to identify, list and evaluate layout and design elements in a series of exercises provided to the students; and how to select photos, prepare a thumbnail sketch and design one double-truck and one tabloid layout. The layout must demonstrate the proper application of basic layout and design elements and techniques. This instruction also introduces students to the fundamentals of magazine layout and design techniques. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist.

REFERENCES: Modern Newspaper Design, Arnold; Graphics of Communication, Turnbull; The Newspaper Designer's Handbook, Harrower; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-010-

UNIT TITLE: Picture Page Fundamentals

TPFN HOURS AND TYPE: 2L, 58PE

TPFN TOTAL HOURS: 60

PREREQUISITE TPFN: All previous TPFNs except AFIS-001-003- to AFIS-001-010-

TASK(S):	001-	Research, arrange, and script a picture story.
	002-	Research, arrange, and script a picture group or essay.
	003-	Demonstrate proper picture editing and selection.
	004-	Apply layout and design concepts.
	005-	Shoot, select, scan, and produce a digital layout using EI darkroom techniques, Adobe Photoshop , and Pagemaker applications.
	006-	Write accompanying story.
	007-	Write accompanying cutlines for selected photos.

SUMMARY OF INSTRUCTION: This instruction explains the concepts and techniques of planning and preparing picture stories; states the characteristics and identifies examples of picture stories and describes their format and content. Students will apply the techniques and skills learned in previous modules of instruction to plan, shoot and produce one picture story and one picture group or essay. Layout will be done as specified by the instructor. Students demonstrate picture editing and selection by choosing the appropriate amount of photos to convey their subject's story. Once a student's picture story layout has been approved by an instructor, the student will scan the selected images and produce a picture story page in the electronic imaging lab. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist.

REFERENCES: All previous references

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: AFIS-IPC-004-011-

UNIT TITLE: Final Exercise for Publication

TPFN HOURS AND TYPE: 36PE

TPFN TOTAL HOURS: 36

PREREQUISITE TPFN: All previous TPFNs except AFIS-001-003- to AFIS-001-010-

TASK(S):
- 001- Research, arrange, script a three-board picture story layout.
- 002- Demonstrate proper picture editing and selection.
- 003- Apply layout and design concepts.
- 004- Use selected photos to produce a picture group/essay tabloid layout electronically.
- 005- Write accompanying story.
- 006- Write accompanying cutlines for selected photo.

SUMMARY OF INSTRUCTION: Students prepare a shooting script for a three-board picture story layout. Students shoot, process and print selected photos for the layout. They will design and lay out the selected photos and copy block. Students will write a personality feature story (2 ½ - 3 ½ pages) and cutlines. When the instructor has approved the student's picture group or essay layout, the student will scan the selected images and produce a picture story page in the electronic imaging lab. The final product must be acceptable for publication and demonstrate the cumulative skills and techniques learned during this course. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist.

REFERENCES: All previous references listed.

INSTRUCTOR/STUDENT RATIO: 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 5
Course Administration

TPFN: AFIS-IPC-006-001-

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 6AD

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):   001-   Inprocessing/Orientation.
                002-   Outprocessing.
                003-   Graduation.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A